Yamna ghazi kadarjan

Jeddah, Saudi Arabia

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Objective

Recent Law graduate with practical training in contract drafting and legal research, completed a cooperative internship at a law firm in collaboration with Baker McKenzie International. Proficient in Saudi legal systems and digital judicial platforms such as Najiz and Moeen. Seeking to join a professional legal environment where I can apply my skills in memorandum drafting, contract preparation, and legal research, while adhering to Saudi regulations and contributing to the advancement of justice and legal work efficiency.

Education

Bachelor of Law (LLB)

King Abdulaziz University- Jeddah

Graduation: 2025

Courses & Certifications

- Effective Time Management
- Crowd Management
- Design Thinking and Intellectual Property Rights Protection
- Labor Culture According to the Saudi Labor Law
- Legal Case Analysis Skills
- Family Law in Islam

Languages

Arabic: Native

English: Excellent

Skills

- Legal Writing
- Knowledge of Saudi Legal Systems: Labor Law, Commercial Law, and Litigation Procedures
- Ability to Analyze and Interpret Legal Texts
- Proficient in Legal Research Using Judicial Platforms
- Familiar with E-Justice Platforms: Najiz and Moeen
- Strong Organizational Skills and Attention to Detail
- Excellent Customer Service and Interpersonal Communication Skills
- High Level of Confidentiality and Professionalism in Handling Sensitive Information
- Proficient in Microsoft Office: Word, Excel, and PowerPoint

Work Experience

Customer Service

Flower Shop – Nawader altabiyaa Jeddah

• Welcomed and assisted clients with professionalism and care.

• Managed customer requests and followed up on orders.

• Handled phone calls and ensured client satisfaction.

• Applied strong communication and multitasking skills.

Legal Intern – Salah Al-Hejailan Law Firm (in association with Baker McKenzie)

Jeddah – Cooperative Training | [February 2025 – April 2025]

•Participated in a cooperative training program as part of the law degree requirements.

•Reviewed legal regulations related to commercial, criminal, and personal status cases.

•Assisted in drafting legal memoranda and contracts under the supervision of licensed attorneys.

•Attended court hearings and client meetings to gain practical legal experience.

•Developed legal research and case analysis skills through hands-on assignments.